

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 11-62

OPEN TO: Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION: Management Clerk

OPENING DATE: November 3, 2011

CLOSING DATE: November 16, 2011

WORK HOURS: One position (40 hour work week)
or
Two part-time positions (20 hours work week each)

SALARY: *EFM: (Position Grade: FP-8)

The U.S. Embassy in Amman is seeking an individual for the position of Management Clerk in the Engineering Services Office.

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

BASIC FUNCTION OF POSITION:

The ESO Management Clerk assists the Officer-In-Charge in managing the administrative operations of the Engineering Services Office (ESO). The incumbent drafts routine correspondence and prepares quarterly status reports for OIC, assists with the production of engineering reports, oversees all incoming/outgoing documentation, assesses incoming calls requesting technical assistance, maintains official files and the technical library for the ESO, and scrutinizes all ongoing concerns of the Office. He/She receives preliminary “work requests” via e-services or by telephone and informs ESO staff when action is required and uses the CMMS System to track ESO Projects.

The incumbent manages all travel for all ESO personnel and the budget of the ESO. This includes working with the FMO, and cost projections. He/She provides direction to staff concerning administrative guidelines and responsibilities, governs the combination and key records, coordinates with technicians to ensure that new installations and changes are properly recorded and acts as back-up for the logistician and RSO OMS when necessary. Occasionally provides administrative support to other ESO or ESC offices in the region.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. Completion of two years of college is required.
2. One year administrative experience is required. Must be able to make all travel arrangements for the office. Creating authorizations in the travel system, arranging lodging, booking flights, visa applications and submitting travel vouchers for reimbursement is required. Demonstrated ability to develop and carefully manage funds and budgets and do cost projections is required.
3. Must be fluent in English (level 4) written and spoken.
4. The ability to produce and assemble detailed information for reports and briefings is required. Must be able to write technical reports, and official telegrams for the ESO to be sent to the Department in Washington, the Engineering Services Center and all constituent posts within the office's region. This includes drafting country clearance cables, diplomatic security locator cables, and security notices.
5. Must be computer literate with working knowledge of Microsoft applications including Excel, Word, and Outlook. Must be able to manage large databases and have outstanding customer service skills to assist Embassy employees with problems and issues. Coordination with Marines to maintain accurate records is required. The ability to learn new computers software and programs is required.
6. Must be able to obtain and retain a Top Secret clearance.

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/> ; plus
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Fax 593 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;

3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: November 16, 2011

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.